- FOR DETAILED INSTRUCTIONS - SEE INSTRUCTIONS TAB.

**Heather Dove** 

- ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN.
- PLEASE USE THIS FORM FOR PROVISION OF OFFICE COSTS CLAIMS
- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.
- MAKE SURE ERRORS LISTED IN CELL 150-152 ARE RESOLVED BEFORE SUBMITTING CLAIM

NAME:				Elizabeth	Denham	DATE OF CLAIM:  DD/MM/YY	23/02/18			CLAIN	Denh23-02-1				
					COST CENTRE (TEAM NUMBER	/ NAME):	120 - LE	ADERSH	IP TEAM		is cell with currency if " selected below				
(FOR SUE	ATE & TIME BSISTENCE CLA									AMOUNT CLAIMED		FINANCE US			
RECEIPT DATE/ TRIP START	TRIP E	ND	TOTAL TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT NUMBER	NO. MILES	NO. PASSENGERS	CHOOSE CURRENCY	PROJECT CODE				
MM/YY 00:00:00	DD/MM/YY	00:00:00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUMBE	R UNLESS	N/A APPEARS	UK£	USE DROP DOWN LIST	CODE			
0/01/18			n/a	External meetings in London	Refreshments on train	UK Subsistence & meals 26001	1	N/A	1	4.00		120-26001-			
//01/18			n/a	BIIDPA Meeting, Manchester	Drinks Reception for International Commissisoners	Hosting and working lunches 26050		N/A	9	59.62		120-26050-			
/01/18			n/a	External meetings in London	Refreshments in London	UK Subsistence & meals 26001	3	N/A	1	2.20		120-26001-			
/01/18			n/a	External meetings in London	Lunch in London	UK Subsistence & meals 26001	4	N/A	1	12.78		120-26001-			
/01/18			n/a	External meetings in London	Refreshments in London	UK Subsistence & meals 26001	5	N/A	2	8.89		120-26001-			
/01/18			n/a	External meetings in London	Lunch in London	UK Subsistence & meals 26001	6	N/A	2	12.78		120-26001-			
/01/18			n/a	External meetings in London	Dinner in London	UK Subsistence & meals 26001	7	N/A	2	42.75		120-26001-			
/02/18			n/a	External meetings in London	Taxi in Wilmslow	UK Travel & Accommodation 26001	8	N/A	1	12.00		120-26001-			
/02/18			n/a	External meetings in London	Dinner with	Hosting and working lunches 26050	9	N/A	3	159.19		120-26050-			
/02/18			n/a	External meetings in London	Hotel in London	UK Travel & Accommodation 26001	10	N/A	1	213.60		120-26001-			
3/02/18			n/a		Deduction for SLT Dinner					-264.50					
r any notes relatin	g to this claim	here													
any notes relatin	ng to this claim	here		£264.50 being deducted for SLT	Dinner in December as charge card used										
				<u> </u>	•	TOTAL EXPENSES INCURRED				263.31					
mant declaratio	on:			Elizabeth Denham		CASH ADVANCE RECEIVED									
				30011											
					CO business and that where car or motorcycle mileage has been e in connection with business, was taxed and had a valid MOT	TOTAL CLAIMED/(REPAID TO F	INANCE)			263.31					

Once the errors in Cell 150-52 are resolved, forward this claim and your scanned receipts to your approver who should review it and then email it to

expenses@ico.org.uk with "approved expenses" in the subject.

n/a NO ERRORS n/a

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**Heather Dove** 

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- MAKE SURE ERRORS LISTED IN CELL 150-152 ARE RESOLVED BEFORE SUBMITTING CLAIM

NAME:					Emma	Bate	DD/MM/YY		22/02/1	8	CLAII	W REFERENCE:	Bate22-02-18
DATE & TIME  (FOR SUBSISTENCE CLAIMS)  RECEIPT DATE/  TRIP END  TOTAL			COST CENTRE (TEAM NUMBER,	/ NAME):	110 - G	ENERAL (	COUNSEL		this cell with currency if				
		TOTAL				RECEIPT NO.		NO.	AMOUNT CLAIMED		FINANCE US		
TRIP S				TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	NUMBER		PASSENGERS	CHOOSE CURRENCY	PROJECT CODE	
		DD/MM/YY		HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUM	_	N/A APPEARS	UK £	USE DROP DOWN LIST	CODE
01/02/18	07:55:00	01/02/18	22:40:00	14.75	External meetings in London	Car parking to catch train from Wilmslow station Food/drink	Parking & tolls 26001		1 N/A	N/A		NO PROJECT - 0000	110-26001-000
						Food/drink Food/drink	UK Subsistence & meals 26001		2 N/A	N/A		NO PROJECT - 0000	110-26001-000
						Food/arink	UK Subsistence & meals 26001		3 N/A	N/A	3.90	NO PROJECT - 0000	110-26001-00
								-					
r any no	otes relating	to this clain	here										
							TOTAL EXPENSES INCURRED				12.75		
imant o	declaratio	n:			Emma Bate		CASH ADVANCE RECEIVED						
nfirm t	hat all of t	the above o			en incurred wholly, exclusively and necessarily on ICO be	usiness and that where car or motorcycle mileage has been connection with business, was taxed and had a valid MOT	TOTAL CLAIMED/(REPAID TO F	INANCE)			12.75	-	

Once the errors in Cell 150-52 are resolved, forward this claim and your scanned receipts to your approver who should review it and then email it to

expenses@ico.org.uk with "approved expenses" in the subject.

n/a NO ERRORS n/a

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- MAKE SURE ERRORS LISTED IN CELL I50-I52 ARE RESOLVED BEFORE SUBMITTING CLAIM

NAME:			James	Dipple-Johnstone	DD/MM/YY		28/02/1	8	CLAII	A REFERENCE:	Dipp28-02-18		
						COST CENTRE (TEAM NUMBER / I	NAME):	SELECT (	COST CEN	ITRE HERE		his cell with currency if r" selected below	
DATE & TIME (FOR SUBSISTENCE CLAIMS)		T0T11						NO.	AMOUNT CLAIMED		FINANCE USE		
RECEIPT TRIP S		TRIP	END	TOTAL TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT NUMBER	NO. MILES		CHOOSE CURRENCY	PROJECT CODE	
DD/MM/YY	00:00:00	DD/MM/YY	00:00:00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUME	BER UNLES	S N/A APPEARS	UK£	USE DROP DOWN LIST	CODE
19/02/18		20/02/18		n/a	Meetings with Dutch DPA - The Hague	Incidental overnight expense	Overseas overnight incidental allowance 2	N/A		N/A	10.00	NO PROJECT - 0000	SEL-26002-0000
iter any n	otes relatin	ng to this clain	m here					Total miles	0				
						_	TOTAL EXPENSES INCURRED				10.00		
laimant	declaration	on:			James Dipple-Johnstone		CASH ADVANCE RECEIVED						
aimed th	nat I held		ing licence		een incurred wholly, exclusively and necessarily on ICO busine vehicle used had a motor insurance policy for use in con		TOTAL CLAIMED/(REPAID TO F	NANCE)			10.00	:	
ENTER	APPROV	ERS NAME	HERE		Once the errors in Cell I50-52 are resolved, forward this cla expenses@ico.org.uk with "approved expenses" in the subj	im and your scanned receipts to your approver who should revi ect.	iew it and then email it to	ERRORS				ORE SUBMITTING CLA	

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- MAKE SURE ERRORS LISTED IN CELL I50-I52 ARE RESOLVED BEFORE SUBMITTING CLAIM

		NAME:			James	Dipple Johnstone	DATE OF CLAIM: DD/MM/YY		16/02/1	8	CLAIN	Dipp16-02-18	
						COST CENTRE (TEAM NUMBER / NAME):			OST CEN	ITRE HERE	overwrite t "othe		
RECEIPT	(FOR SUE	ATE & TIME BSISTENCE CL	AIMS)	TOTAL				RECEIPT	NO.	NO.	AMOUNT CLAIMED CHOOSE		FINANCE USE
TRIP S		TRIP		TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	NUMBER	MILES		CURRENCY	PROJECT CODE	
DD/MM/YY	00:00:00	DD/MM/YY	00:00:00	HRS	WHY YOU TRAVELLED  Taxi from meeting with that over-ran to	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUME	SER UNLESS	S N/A APPEARS	UK £	USE DROP DOWN LIST	CODE
05/02/18	+	05/02/18		n/a	catch Eurostar (London)		UK Travel & Accommodation 26001	:	l N/A	N/A		NO PROJECT - 0000	SEL-26001-0000
05/02/18	8	08/02/18		n/a	Art 29 Plenary,Brussels and CNIL, Paris	Incidental Overnight Expenses	Overseas overnight incidental allowance 2	N/A	N/A	N/A	30.00	NO PROJECT - 0000	SEL-26002-0000
Enter any n	otes relatin	ng to this clair	n here										
							TOTAL EXPENSES INCURRED				37.00		
Claimant	declaration	on:			James Dipple Johnstone		CASH ADVANCE RECEIVED						
claimed tl	hat I held		ing licence		een incurred wholly, exclusively and necessarily on ICO busin e vehicle used had a motor insurance policy for use in conr		TOTAL CLAIMED/(REPAID TO F	NANCE)			37.00		
	Heath	er Dove			Once the errors in Cell I50-52 are resolved, forward this clai expenses@ico.org.uk with "approved expenses" in the subj	m and your scanned receipts to your approver who should revi ect.	ew it and then email it to	ERRORS	n/a SELECT ( n/a	COST CENTRE IN	I CELL 14 BEF	DRE SUBMITTING CLA	IM

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NAME:			James	Dipple Johnstone	DD/MM/YY		16/02/1	.8	CLAIN	Dipp16-02-18			
						COST CENTRE (TEAM NUMBER /	NAME):	SELECT (	COST CEN	ITRE HERE	overwrite t "othe		
RECEIPT	(FOR SUE	ATE & TIME BSISTENCE CL	AIMS)	TOTAL				RECEIPT NO.		NO.	AMOUNT CLAIMED CHOOSE		FINANCE USE
TRIP S	TART		END	TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	NUMBER	MILES	PASSENGERS	CURRENCY	PROJECT CODE	
	00:00:00	DD/MM/YY		HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST			S N/A APPEARS		USE DROP DOWN LIST	CODE
05/02/18		07/02/18		n/a	Art 29, Brussels	Drinks from vending machine at Commission, Brussels	Overseas Subsistence & meals 26002		0 N/A	N/A	10.00	NO PROJECT - 0000	SEL-26002-00
r any ne	ntes relatin	g to this clai	m here										
r any no	otes relatin	g to this clai	m here										
							TOTAL EXPENSES INCURRED				10.00		
	4. 4						0.011.001/0.010==========						
mant	declaratio	on:			James Dipple Johnstone		CASH ADVANCE RECEIVED						
ned th	nat I held		ing licence		en incurred wholly, exclusively and necessarily on ICO bu e vehicle used had a motor insurance policy for use in co	siness and that where car or motorcycle mileage has been onnection with business, was taxed and had a valid MOT	TOTAL CLAIMED/(REPAID TO F	INANCE)			10.00		
	on the da					onnection with business, was taxed and had a valid MOT  laim and your scanned receipts to your approver who should rev	view it and then email it to		n/a			DRE SUBMITTING CL	